

NEW STUDENT ONLINE ENROLLMENT PROCEDURE

Dear Parents, As-Salamu Alaikum,

Welcome to the Islamic School of MET. We are so excited to welcome you to the 2024-2025 school year!

We invite you to complete your registration online at the following link:

<http://musenrollment.spihost.com/>

You will need to create an account, then proceed with filling out your child's information, including guardian and emergency contact information, immunization records, and documents to review, sign or fill out, and upload. You will be able to save your work, and then login again to complete entering all requested information.

Please note that this online registration process is personalized for EACH NEW student enrolling in 2024-2025. So, if you are enrolling more than one child, you will need to complete this process ONCE for EACH child (i.e. twice for two students, three times for three students, etc.).

Here is a short walk-through of the online registration process:

<http://musenrollment.spihost.com/>

Click Register New Account

Enter your First Name, Last Name, Phone #, Login name and password, Address

Click Submit

Click New Application

Click Go under Copy basic information from: New Enrollment Form

A New Enrollment Form will open up with various sections to fill out; please make sure to click Save at the bottom of each section; here's the list of sections:

1. Checkmark box labeled **2024-2025 School Year**
2. Student Information
3. Address and Phone
4. Contact Information (Guardians and Emergency/Pickup Contacts)
5. Medical Information (immunizations)
6. Additional Information
7. Additional Questions
8. Documents to upload (this include Parent Handbook, Tuition withdrawal form, School record request among others)

The last section includes files that need to be downloaded and signed or filled-out and then scanned and uploaded.

Check-mark "I Agree" for Certification that all entered information is accurate to the best of knowledge.

Click Submit

Please do not hesitate to reach out if you have any questions.

Once again, Congratulations! We are so excited to welcome you to our MET family and look forward to hearing from you!

Sincerely,

Diala Charamand, Director of Admissions

Islamic School of MET (PK-5)/Oregon Islamic Academy (6-12)

Muslim Educational Trust

www.metpdx.org

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